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# TRAINING PROGRAM IN RECORDS MANAGEMENT

*Sponsored Jointly By:* GENERAL SERVICES OFFICE  
OFFICE OF TRAINING

ROOM 1402 BUILDING I

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**A G E N D A**

**14 April — 11 May 1953**

*Chairman — [REDACTED]  
Office of Training*

25X1A9a

**Tuesday, 14 April**

- |      |                                     |   |         |
|------|-------------------------------------|---|---------|
| 0930 | INTRODUCTORY REMARKS                | [REDACTED], <i>Chief<br/>Record Services Division</i>   | 25X1A9a |
|      |                                     | [REDACTED], <i>Chief<br/>Management Training Division<br/>Office of Training</i>                                      | 25X1A9a |
| 1000 | RECORDS MANAGEMENT IN<br>INDUSTRY   | EMMET J. LEAHY, <i>President<br/>National Records Management<br/>Council</i>  |         |
| 1100 | RECORDS MANAGEMENT IN<br>GOVERNMENT | HERBERT E. ANGEL, <i>Director<br/>Records Management Division<br/>National Archives and Records<br/>Services, GSA</i> |         |

**Monday, 20 April**

- |      |  |  |  |
|------|--|--|--|
| 1000 | THE PLACE OF RECORDS<br>CENTERS IN A RECORDS<br>MANAGEMENT PROGRAM | EVERETT O. ALLDREDGE, <i>Chief<br/>Records Center Branch, Records<br/>Management Division, GSA</i> |  |
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Monday, 20 April

1100 DISPOSITION OF FEDERAL RECORDS      ARTHUR E. YOUNG, *Deputy Regional Director for Records Management Service, Region 3, GSA*

Friday, 24 April

1000 HOW TO MAKE A RECORDS SURVEY      DOROTHY M. LUTTRELL, *Chief Records Administration Branch Administrative Services Division Office of Price Stabilization*

1100 CORRESPONDENCE MANAGEMENT      MONA SHEPPARD, *Organization and Methods Examiner, Records Management Division, GSA*

1150 STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM      [REDACTED] *Chief Record Services Division*      25X1A9a

Monday, 27 April

1000 FORMS AND PUBLICATION MANAGEMENT      [REDACTED] *Chief Printing Advisory Staff*      25X1A9a

1100 PRINTING AND REPRODUCTION IN THE AGENCY      [REDACTED] *Assistant Chief Printing and Reproduction Division*      25X1A9a

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Friday, 1 May

1000	SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS	[REDACTED], Records Analyst	25X1A9a
1100	THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS	[REDACTED], Chief Machine Records Branch	25X1A9a

Monday, 4 May

1000	PROCEDURE FOR DEPOSITING VITAL MATERIALS	[REDACTED], Records Analyst	25X1A9a
1030	OPERATION OF THE VITAL MATERIALS REPOSITORY	[REDACTED], Services Officer	25X1A9a
1100	RECORDS DISPOSAL, RETIREMENT AND PRESERVATION	[REDACTED], Chief Records Management and Distribution Branch	25X1A9a

Friday, 8 May



1000	STANDARDS FOR MICROFILMING	[REDACTED], Records Analyst	25X1A9a
1030	OPERATION OF AN AGENCY RECORDS CENTER	[REDACTED], Records Analyst	25X1A9a

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Friday, 8 May

1100	REPORTS MANAGEMENT	 , Records Analyst	25X1A
1130	THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT	 Organization and Methods Service	25X1A9a

Monday, 11 May

1000	THE TASK OF AREA RECORDS OFFICERS	 , Chief Record Services Division	25X1A9a
1030	INSTALLING YOUR RECORDS MANAGEMENT PROGRAM	 , Assistant Chief Records Management and Distribution Branch	25X1A9a
1100	GROUP DISCUSSION		25X1A9a
1145	SUMMARY		25X1A9a
1150	CLOSING REMARKS		25X1A9a

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### BIOGRAPHICAL SKETCHES

**EMMET J. LEAHY** received his A.B. degree from Catholic University, and has taken graduate work at the University of Pittsburgh, Harvard and American Universities. At the present time, he frequently lectures at New York University and the University of California. He was Archivist at National Archives from 1935 to 1941. For three years during World War II he was Director of the Office Methods Division of the Navy Department while serving as a Lt. Commander. While Mr. Leahy was Executive Director of the National Records Management Council he served as Research Director to the Hoover Commission study in Records Management and wrote the Task Force Report. He is currently operator of the Business Archives Center in New York City, and President of the National Records Management Council.

**HERBERT E. ANGEL** has his B.A. and M.A. degrees from George Washington University and has done further graduate study at Johns Hopkins University. He was on the staff of National Archives from 1938 to 1943. During World War II he was a Commander in the Naval Reserves and served as Director of Records Administration and Director of Office Methods in the Navy Department. He remained in this latter post until 1950, when he returned to the National Archives to the position which he now holds as Director of the Records Management Division of the National Archives and Records Service. He was a consultant to the Hoover Commission in their study and recommendations regarding Records Management in Government.

**EVERETT O. ALDREDGE** did graduate work at Harvard University after receiving his A.B. degree from De Pauw University, Greencastle, Indiana. He was on the staff of National Archives for two years before going to the Intelligence Division of the Board of Economic Warfare as Acting Chief of Document Security. During World War II he was attached to Records Administration in the Executive Office of the Secretary of the Navy. After the War, he continued with the Navy and was in charge of the Navy Records Center and other field records operation until 1950. Mr. Alldredge then transferred to the National Archives and Records Service of GSA as Chief of the Records Center Branch, Records Management Division.

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**ARTHUR E. YOUNG** received his B.A. degree from Cornell College of Iowa and did graduate study at Columbia University. He joined the staff of National Archives in 1938, and during the next ten years served in the following capacities: Management Officer, Archival Procedures Officer, and Secretary of National Archives. For one year he was Assistant Chief of the Manuscript Division of the Library of Congress. He returned to GSA in 1950 in his present position of Deputy Regional Director for Records Management Service, Region 3.

**MONA SHEPPARD** attended George Washington University after receiving her A.B. degree from the University of Alabama. She worked for about six years in private industry before entering Government in 1933. Miss Sheppard has specialized in the field of Correspondence Management during her service with the following agencies: Treasury Department, Social Security Board, Office of Price Administration, War Manpower Commission, Navy Department, and the Veterans' Administration. She joined the staff of GSA in 1951, and is currently serving as Organization and Methods Examiner of the Current Records Branch, Records Management Division.

**DOROTHY M. LUTTRELL** is presently the Chief of the Records Administration Branch in the Administrative Services Division of the Office of Price Stabilization. She is also Records Administration Officer for the Office. Previously, she served as Acting Records Administration Officer for the Office of the Administrator in GSA. She was on the staff of the Records Administration Division in the Department of Agriculture for approximately ten years. She has been teaching two courses in records work for the past eight years at the Graduate School of the Department of Agriculture; namely, Records Management Procedure and Advanced Records Management. For six years Mrs. Luttrell has been a member of the steering committee for the Inter Agency Records Administration Conference and was Chairman of the Conference during the 1950-51 season. She has served as guest lecturer in training programs in the Atomic Energy Commission and General Services Administration.

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